



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #25 – Signal Captains Career Course (SCCC) Officer Professional Development (OPD) Program

1. **PURPOSE:** This policy memorandum provides guidance on the required SCCC OPD sessions.
2. **Overview.** The professional development of our Captains is a vital part of their education while attending SCCC. In addition to the academic requirements, we also have the responsibility to provide them with leadership training and situational awareness on the Army, its programs and its leaders. This OPD Program is designed to complement the training in the POIs and provide them with different perspectives on our profession. The program sessions will be scheduled during administrative hours or after normal training hours. The program supplements the POI instruction and will not replace that instruction.
3. **Requirements.** At a minimum each SCCC class will have the following OPD Sessions:
 - a. **Battalion Commander OPD** – one session of one hour with the entire class. The session will be take place no earlier than six weeks into the instruction. The SGL will coordinate with Ms. Lambert for scheduling. Class leader will report to the Cmd Group five minutes prior to the OPD session to escort the Battalion Commander to the classroom. SGLs are invited but are not required to attend these sessions.
 - b. **Mentor Sessions/OPDs** – two sessions for each mentor. SGL will coordinate directly with the mentor once they are provided to LDD. Recommendation is that the mentor sessions occur in a casual environment such as one of the clubs for lunch; however, SGLs will accommodate the schedules and preferences of the mentors.
 - c. **OIF/OEF Lessons Learned OPD** – one OPD. Each SCCC Class will develop an OIF/OEF lessons learned OPD to be presented to one or more BOLC class. The SGL will designate a team leader for this project and all OIF/OEF veterans will participate. The content and format for the briefing are at the discretion of the SCCC class, however the intent it to provide BOLC students with a first person account of the junior leader and Signal challenges they will encounter in a deployment. The OIF/OEF veterans will rehearse the OPD with the SGL prior to presentation. SGLs will work directly with the TACs to link classes and schedule the OPD. Optimally the SCCC class will present their OPD to the BOLC class to which they provide Pathfinder support.
 - d. **Pre-Command Course (PCC) OPD** – minimum of one OPD. Each PCC class in session will include an OPD with one of the SCCC or BOLC classes available. Iterations of this

OPD depend on the number of PCC courses conducted during an SCCC class calendar but each class will receive a minimum of one.

e. CSM/1SG Panel – one OPD. The SGLs will coordinate with the Battalion CSM and at least two current or prior First Sergeants to establish an NCO panel for each SCCC class. OPD will be scheduled for one hour. The format for the OPD is for each panel member to provide a brief background introduction and then answer questions from the SCCC class. Topics of discussion will include but are not limited to: counseling, Cdr/1SG responsibilities and relationships, property accountability

f. WO Panel – one OPD. The SGLs will coordinate with the Battalion technical Director and at least CW3 and above to establish an WO panel for each SCCC class. OPD will be scheduled for one hour. The format for the OPD is for each panel member to provide a brief back ground introduction and then answer questions from the SCCC class. Topics of discussion will include but are not limited to: counseling, WO/Officer responsibilities and relationships, and officer expectations for their Warrant Officer.

g. Command Ethnic Observances – minimum of one OPD. Each SCCC class will attend a minimum of one Fort Gordon Command Ethnic Observance. Intent is for the class to be introduced to the Army programs for Ethnic Observances and to celebrate the specific observance that they attend. Classes may be scheduled for more than one observance based on the number of SCCC classes in session. The Battalion S3 will publish the Ethnic Observance requirements prior to training schedules being complete.

h. Female OPD/Forum – TAC officers will facilitate a Female Forum panel for each BOLC class. Panel member will include female Signal Officers, Warrant Officers, and Noncommissioned Officers have served in key leadership positions in the operational force. Format is brief background introduction from each panel member and then Q&A from the BOLC class. Topics of discussion will include but are not limited to: counseling, Leader responsibilities and relationships.

i. Other OPDs – as specified.

4. Coordinating Instructions.

a. SCCC Division. Oversee the execution of the OIF/OEF Lessons Learned OPD with the BOLC courses. Provide feedback to the Battalion Commander when an OIF/OEF OPD session cannot be provided to a specific BOLC class NLT four weeks prior to graduation. Provide support for the OIF/OEF Lessons Learned OPD, the PCC OPD (as required), and the Company Command/NCO OPD sessions as requested. SGLs will review the OIF/OEF Lessons Learned OPD prior to presentation to the BOLC class. Coordination will be done at the lowest levels to mitigate impact on other missions.

c. Companies. Provide support for the Company Command and NCO OPD sessions as requested.

d. Battalion Command Group Participation.

ATZH-LCB

SUBJECT: Commander's Policy Memorandum #25 SCCC OPD Program

(1) The Battalion Commander will execute the Battalion Commander OPD sessions. The OIF/OEF Lessons Learned OPD, Company Commander Panel, CSM/1SG Panel, Warrant Officer Panel. Female Officer Forum and Future OPDs will be posted on the Battalion Commander's calendar. SGL will coordinate directly with Ms. Lambert to post these events.

(2) The Battalion Command Sergeant Major will execute the CSM/1SG Panel session with at least two current or former First Sergeants.

5. EFFECTIVE DATE. This policy replaces Commander's Policy Memorandum #25, dated 8 January 2014.

Ready Rapid Reliable

//ORIGINAL SIGNED//

ERIC A. ANDERSON

LTC, SC

Commanding

DISTRIBUTION:

D